

DONALA WATER AND SANITATION DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
DECEMBER 10, 2020

The Board of Directors of the Donala Water and Sanitation District met in regular session at the District's office, 15850 Holbein Dr., El Paso County, Colorado on December 10, 2020 at 1:30pm.

Directors Present: Ed Houle
Dennis Snyder
Wayne Vanderschuere
Kevin Deardorff
Bill George (online)

Staff Present: Jeff Hodge
Mark Parker
Christina Hawker
Tanja Smith
Mike Boyett

Consultants Present:

Guests: Jenifer Kaylor (online)
Dave Powell (online)

President Houle called the meeting to order at 1:30pm.

Approval of Agenda:

- Addition of 7E, CSU contract.

Public Comment Non-Agenda Items:

- None.

Review of Minutes:

- Minutes from November 2020 Board Meeting accepted
 - Snyder motioned to approve, Deardorff second, all aye.

Review of Financial Statements and Check Summaries:

- Should be at .08%; revenue is at .14% and expenses .38%.
- Waste revenue is currently at 18.27% and expenses 18.10%.
- General Fund return is .16%.
 - Vanderschuere motion to accept, Deardorff second, all aye.

New Business:

- Resolution 2020-8, Board appreciation to Robert Hull.
 - Houle motioned to approve, Vanderschuere second, all aye.
- Resolution 2020-9, Adoption of 2021 Budget.
 - Deardorff motioned to approve, George second, all aye.
- Resolution 2020-10, Appropriation of Funds.

- Vanderschuere motioned to approve, Deardorff second, all aye.
- Resolution 2020-11, 2021 Rates.
 - George motioned to approve, Vanderschuere second, all aye.
- Resolution 2020-12, Set Mill Levies (Area A).
 - Snyder motioned to approve, Vanderschuere second, all aye.
- Resolution 2020-13, Set Mill Levies (Area B).
 - Snyder motioned to approve, George second, all aye.
- Policy for Use of District Assets:
 - Hodge recommends the addition of Section 3.18 - Use of District Property and Equipment to Personnel Policy which states that District property is to be used only for official District business, in an appropriate manner, and in accordance with all applicable rules, operation procedures or directives of the Board of Directors.
 - Revision of Section 9.04 – Use of Equipment and Vehicles:
 - Personal use of District vehicles will not be permitted.
 - Vehicles are only to be operated by authorized and qualified personnel. A valid and proper class of Colorado’s Driver’s License is required by the District to operate District vehicles. District vehicles may be used only for the purpose an in the manner authorized by the District. All vehicles shall be operated in accordance with all applicable traffic laws and vehicle operators shall be responsible for the condition and proper use of the vehicle. All employees are required to wear seatbelts when operating, or riding, any District vehicle.
 - The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, or the unauthorized use of a District vehicle may result in the disciplinary action, up to and including termination. The employee may be required to reimburse the District for repair and or replacement cost of the equipment or vehicle.
 - Recommendation: Review and/or make additional recommendations and then direct staff to revise the Donala Water & Sanitation District’s Personnel Policies and Procedures manual. Board endorses changes.
- LRE Master Services Contract:
 - Hodge requests President to sign contract once final contract is obtained.
- CSU Contract:
 - Received one-year extension to our existing contract with CSU.

Manager’s Report:

- COVID: The District continues to use best practices to ensure ongoing operations and the safety of our employees. We have had one confirmed case and two possible exposures with negative tests.
- Pikes Peak Regional Water Authority: 2021 Budget was adopted. Legal counsel was retained, Stuart Corbridge of Vranesh & Raisch. Dick Brown gave a brief update on special legislative session. Jenny Bishop gave an update on the Regionalization Subcommittee, mainly discussed the Proposed Scope of Work for Reuse. Next meeting Jan. 6, 2021.
- Regionalization Subcommittee of PPRWA: Next meeting Dec. 17.
- NMCI: No update. Donala has GMS looking at future upgrades, as well as a variety of options to move, treat and return our flows from different areas.
- Interim Waste-Water Conveyance and Treatment Agreement: The Visitor’s Center team’s schedule has been delayed for up to 1 year, therefore at this time CSU is not signing the agreement.
- Status of Long-Term Water Supply Contract with CSU: Will do a one-year renewal on our existing short-term agreement to allow CSU Finance Department to establish a Regional Water Service Tariff, just as they did for wastewater. Hoping to be completed in Fall of 2021.
- Drought Report: Dry pattern continues.

Development Update:

- No updates at this time.

Status of Operations:

- Water Plants running great. Produced 12,938,000 gallons in November vs. 24,283,000 in October. 71.7% from our wells and 28.3% from Pueblo Board of Water Works water lease.
- Capital Projects:
 - MW Watermark is currently working with Timberline to get a calibration on the pressure unit to get the proper info to the press at the Residuals Management Facility.
 - 2020 infrastructure replacement project is currently 98.5% complete. Crew is working on final concrete work and we will be getting them our punch list soon.
 - 2021 Infrastructure project moving along. Have 60% of drawings complete and have the engineers estimate. Met with both affected HOAs earlier this week. That meeting went very well.
- UMCRRWTF: Plant is operating within normal standards. Staff made an operations change to deal with M. Parvicella outbreaks.
- Monument Sanitation work began today with the cleaning of one of their lift stations.
- Willow Creek Ranch: Troy met with representatives from Timberline to reprogram and update SCADA equipment at the ranch. Ice is forming on the flumes. We will continue to make regular trips up there to keep an eye on things.

Additional Comments:

- Water Congress will be Jan 9-12 and online.
- Vanderschuere attended Arkansas Roundtable, said Dave Felt who started in March would like to meet members.
- Vanderschuere requested that we get an accounting from CSU on how we are paying down the development fee from our current contract.
- Houle presented Snyder with water drop trophy for his service to the Board as this is his last meeting.

At 2: 40 p.m. Deardorff motioned to move to adjourn, Snyder second, all aye.

These minutes are respectfully submitted for record by Tanja Smith on December 10, 2020.